



# Fairfax County Internal Audit Office

Retirement Administration Agency  
Procurement Card Audit  
Final Report

October 2010

*"promoting efficient & effective local government"*

# Executive Summary

We performed an audit of the procurement card program within the Retirement Administration Agency (RAA). The agency had one active card at the time of our audit.

Our review revealed that internal controls were sufficient, procedures were well documented, and separations of duties were in place. RAA appeared to be in compliance with county Procedural Memorandum (PM) 12-02, *Use of the County Procurement Card*. In addition, we found the supporting documentation for transactions to be complete and well organized.

There were no reportable findings noted during our audit. We commend RAA on having adequate internal controls over its procurement card program.

## Scope and Objectives

This audit was performed as part of our fiscal year 2011 Annual Audit Plan and was conducted in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions, based on our audit objectives. The audit population included 128 transactions during the period of September 2009 through August 2010, and our audit objectives were to determine if the department:

1. Had developed written internal procedures in accordance with PM 12-02.
2. Followed the county rules and procedures for the use of procurement cards.
3. Had adequate internal control procedures in place and that these procedures were being followed by cardholders.
4. Transactions were reasonable, in line with policy, and did not appear to be fraudulent.

## Methodology

Audit methodology included a review and analysis of internal control procedures, procurement card expenditures, and related accounting records of the department. Our audit approach included an examination of procurement card expenditures, records and statements, interviews of appropriate employees, and a review of internal manuals and procedures. We evaluated the processes for compliance with county PM 12-02 *Use of the County Procurement Card*. Information was extracted from the procurement card management system for sampling and verification to source documentation during the audit; however, our audit did not include an independent review of the system controls. Our transaction testing did not rely on system controls; therefore, this was not a scope limitation.